



FINAL PLAT CHECKLIST

FORM AND CONTENT

The Final Plat and accompanying data shall conform to the Preliminary Plat as approved by the Planning and Zoning Commission incorporating any and all changes, modifications, alterations, corrections and conditions imposed by the Commission. The Final Plat shall comply in all respects with the approved Preliminary Plat for a Standard Plat or the approved Sketch Plat for a Minor Subdivision, Replat, or Minor Plat. The applicant shall submit the Final Plat drawn by a licensed surveyor and shall include the following:

Yes___ No___ NA___	Drawn at a scale of one hundred feet (100') to one-inch (1"), or larger on a sheet size of twenty-four inches by thirty-six inches (24" x 36"), twenty-two inches by thirty-four inches (22" X 34"), or eighteen inches by twenty-four inches (18" x 24") in accordance with the Tarrant County Clerk specifications for recording. Where more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the Plat.
Yes___ No___ NA___	The firm name, address, and phone number of the surveyor.
Yes___ No___ NA___	Name, address, and phone number of the dedicator.
Yes___ No___ NA___	<p>The following caption to be located near the lower right hand corner of the plat above the title block and in accordance with Tarrant County Clerk requirements. Final plats shall contain all necessary information and be in prescribed format required for recording with the Tarrant County Clerk.</p> <p style="text-align: center;">"This plat filed in Cabinet _____ Slide# _____ Date:_____".</p>
Yes___ No___ NA___	Proposed name under which the subdivision is to be recorded. All subdivisions shall be named and the name approved by the City before the Final Plat is submitted. No name shall be a duplication, either in part or in whole or be similar in spelling or pronunciation to the name of any other subdivision within the City or within any distance outside the City, which might result in confusion to operators of emergency vehicles.
Yes___ No___ NA___	Name of contiguous subdivisions, location of contiguous lots, and indication of whether contiguous properties are platted and filed of record and names of owners and deed references of all unplatted adjoining properties.
Yes___ No___ NA___	The tract designation and other description according to the real estate records of the county.
Yes___ No___ NA___	The location of all permanent monuments and control points described as to size and material. Primary control points or descriptions, and ties to such control points to which all dimensions, angles, and bearings shall be referred. Such primary control points shall be a City recorded monument or a USGS monument, if such monument is within 2,000 feet of the proposed subdivision.
Yes___ No___ NA___	A location map of the proposed subdivision showing existing and proposed streets and thoroughfares covering an area of at least one (1) mile outside the proposed subdivision.

Yes___ No___ NA___	Subdivision boundary lines of the total area proposed for subdivision and the computed acreage of the total area.
Yes___ No___ NA___	Bearing and length or curve data (radius, central angle, chord bearing, and distance) of each boundary line shall be shown and description by metes and bounds of the subdivision perimeter shall be placed on the plat. The source of all bearings shall be the Texas State Plane Coordinate System (North Central Zone, 1983 NAD) and shall be noted on the plat. The point of beginning for land in a subdivision described by metes and bounds should be clearly defined on the plat, and any plat shall be clearly related to the survey, tract, or subdivision of which it is a part.
Yes___ No___ NA___	The location, dimensions, description and name of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other rights-of-way; blocks, lots, and other sites within the subdivision with accurate dimensions, bearing or deflection angles and radii, arcs, tangents, and central angles of all curves where appropriate.
Yes___ No___ NA___	All streets shall be named and the name approved by the City before the Final Plat is submitted. Each proposed street name shall conform to names of any existing street of which they may be or become extensions. Extensions of existing streets or roads shall use the name already established. Names of new streets shall not duplicate or cause confusion with the names of existing streets, unless the new streets are a continuation of, or in alignment with existing streets, in which case names of existing streets shall be used. Streets shall be named to provide continuity with existing streets.
Yes___ No___ NA___	The location of proposed blocks, lots, and other sites within the proposed subdivision.
Yes___ No___ NA___	A number shall be used to identify each lot, site, or block.
Yes___ No___ NA___	The area of each lot, in square feet, and outside dimensions, in feet.
Yes___ No___ NA___	Front building setback lines on all lots and sites. Second front yard building setback lines at street intersection. For lots facing on curved streets the chord width of the lot at the front building setback line shall be shown.
Yes___ No___ NA___	Location of City limits line and the outer border of the City's extraterritorial jurisdiction, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
Yes___ No___ NA___	The date of preparation and date of latest revision.
Yes___ No___ NA___	The location of all existing pipeline easements.
Yes___ No___ NA___	The name and registration number of the registered Surveyor responsible for preparing the plat.
Yes___ No___ NA___	A list of the proposed restrictive covenants, conditions, and limitations to govern the nature and use of the property being subdivided.
Yes___ No___ NA___	A North Point arrow and graphic scale.
Yes___ No___ NA___	Data specifying the gross area of the subdivision, the proposed number of residential lots and area thereof, and the area in parks and in other non-residential uses.

Yes___ No___ NA___	All land intended to be dedicated for public use or reserved in the deeds for the use of purchasers or owners of lots in the proposed subdivision, together with the purpose of conditions or limitations of such dedications, if any.
Yes___ No___ NA___	<p>A certificate of approval to be signed by the Planning and Zoning Commission Chair and the City Secretary shall be shown on the Plat. The following certificate shall be placed on the final plat by the subdivider:</p> <p>“CITY OF BENBROOK</p> <p>Approved by Planning and Zoning Commission:</p> <p>Chair:</p> <p>_____</p> <p>Attested by City Secretary:</p> <p>_____</p> <p>Date of Approval:</p> <p>_____”</p>
Yes___ No___ NA___	“FINAL PLAT” Designation listed on the face of all copies.
Yes___ No___ NA___	<p>A statement signed and acknowledged by the owner dedicating all streets and alleys to the public in fee simple and all easements, parks and other open spaces to the public, and the developer's certification that all parties with any interest in the title to the subject property have joined in such dedication, duly executed, acknowledged and sworn to by said developer before a Notary Public. When applicable, an agreement showing the subdivider has made provision for perpetual maintenance thereof to the inhabitants of the subdivision should be shown or referenced on the face of the Plat. For a phased development, the dedication shall be only for the section approved. An example of such a dedication instrument would read as follows:</p> <p>STATE OF TEXAS</p> <p><u>OWNERS ACKNOWLEDGMENT AND DEDICATION</u></p> <p>COUNTY OF TARRANT</p> <p>I/(we), (<u>Owners name or corporation name</u>), the undersigned, owner(s) of the land shown on this plat within the area described as follows:</p> <p>(Metes and Bounds Description of Boundary or description of previously platted lots, including total acreage according to surveyor)</p> <p>and designated herein as the _____ subdivision to the City of Benbrook, Texas, and whose name is subscribed hereto, hereby dedicated to the public in fee simple all streets, alleys, rights-of-way and parks, and dedicate to the public forever all water courses, drains, easements and public places thereon shown for the purpose and consideration therein expressed.</p> <p>Owner: _____</p> <p>Date: _____</p>

	<p>STATE OF TEXAS</p> <p>COUNTY OF TARRANT</p> <p>BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations and in the capacity therein stated.</p> <p>Given under my hand and seal of office this ____ day of ____, 20 ____</p> <p>Notary Public</p> <p>_____ County</p>
<p>Yes___ No___ NA___</p>	<p>A notation on the face of the Plat indicating that:</p> <p>“Any franchised public utility, including the City of Benbrook shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, other growths or improvements which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of the easements shown on the Plat. Any franchised public utility including the City of Benbrook, shall have the right at all times of ingress and egress to and from and upon said easements for the purposes of constructing, reconstructing, inspection, patrol, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.”</p>
<p>Yes___ No___ NA___</p>	<p>Public open space easements (P.O.S.E.) shall be indicated on all lots adjoining two (2) intersecting public streets. Public open space easements (P.O.S.E.) shall be indicated on all lots adjoining one (1) public street and an alley and/or an approved private street and shall have a minimum dimension in accordance with Section 16.28.020.C. A notation of restrictions within public open space easements shall appear on the face of the Plat.</p>
<p>Yes___ No___ NA___</p>	<p>A Statement, including the original seal and the original signature of the surveyor responsible for surveying the subdivision area.</p> <p>STATE OF TEXAS</p> <p>STATEMENT OF SURVEYOR</p> <p>COUNTY OF TARRANT</p> <p>I, the undersigned, a public surveyor in the State of Texas, hereby state that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.</p> <p>(Surveyors Seal)</p> <p>Registered Professional Land Surveyor,</p> <p>Number</p> <p>Date: _____</p>
<p>Yes___ No___ NA___</p>	<p>The following full statement of restrictions shall be placed in the dedication instrument of any subdivision plat that contains land designated as part of a 100-year floodplain by FEMA:</p>

	<p><u>Floodplain Restriction</u></p> <p>No construction shall be allowed within a floodplain easement unless specifically approved by the City of Benbrook. Where construction is permitted, all finished floor elevations shall be a minimum of two (2) feet above the 100-year flood elevation.</p> <p>Any existing creeks, lakes, reservoirs, or drainage channels traversing along or across portions of this addition, will remain as an open channel at all times and will be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across said lots. The City of Benbrook will not be responsible for the maintenance and operation of said drainage ways or for the control of erosion. Each property owner shall keep the natural drainage channels traversing adjacent to his property clean and free of debris, silt, or any substance which would result in unsanitary conditions and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage channel, as in the case of all natural drainage channels, is subject to storm water overflow and natural bank erosion to an extent that cannot be definitely defined. The City of Benbrook shall not be liable for damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from a failure of any structures within the natural drainage channels. The natural drainage channel crossing each lot is shown by the floodplain easement line as shown on the plat.</p>
Yes___ No___ NA___	Except for residential replats of less than six (6) lots or two (2) acres, whichever is less, Texas State Plane Coordinates shall be provided for at least two (2) corners of the plat must be shown on the face of the plat. The reference monuments and method of determining the coordinates (such as triangulation of City monuments or global positioning system techniques) shall be provided.
Yes___ No___ NA___	All distances shown on the final plat shall be horizontal ground lengths. The plat shall state the Texas State Plane Coordinate System combined scale factor that is to be used to convert ground lengths to grid lengths.

When submitted, the Final Plat shall be accompanied by the Application for Final Plat, fees, Construction Plans for Public Improvements, as described in Section 16.20.020 of the Subdivision Ordinance, and the final iSWM™ Site Plan. Formal acceptance of the Final Plat for processing will not occur until approval of the site improvement engineering data is accepted by the City.